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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2015-017

TO: Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David, SPHR, IPMA-CP *RND*
Human Resources Director

SUBJECT: Revised PPM #11 – Substance Abuse and Drug-Free Workplace Policy

DATE: April 17, 2015

PPM #11, Substance Abuse and Drug-Free Workplace Policy, has been revised, effective April 17, 2015. Below is a recap of the revisions that were implemented:

- A. Revised and split Philosophy section into Policy and Purpose sections;
- B. Removed Temporary Employment section;
- C. Added Mechanic (Black Bear Golf Course) and Parks Regional Manager to Appendix A.

The revised policy is attached for your convenience, and may also be accessed on OLG/DCRT's Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

If you have any questions, please contact the Human Resources Division at (225) 342-0880.

RND:rnd
Attachment
c: Personnel Liaisons

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